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SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

10 April 1958

25X1A

SUGGESTION NO. 58-344: dated 6 February 1958

[REDACTED], GS-4, Clerk
Dispatch & Pouch Section, RI, DD/P

A. Summary of Suggestion

Suggester proposes using a control system for the Non-Accountable Material Manifest; (i.e., number manifests consecutively starting with #1 each day.)

B. Summary of Evaluations

On 5 March 1958, Deputy Chief, EE Support Staff, [REDACTED] stated:

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"As non-accountable material, there is really no reason for control. Any numbering for control purposes would appear to defeat the primary purpose of the system. It is recommended that the suggestion not be adopted."

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On 12 March 1958, Chief, RI, [REDACTED] stated:

"The subject suggestion has been reviewed in the Records Integration Division and is considered to be unworthy of adoption.

"The Non-Accountable Material Manifest, Form 1236, was adopted as a convenient means of transmitting material to the field for which accountability need not be maintained, but which required instructions for disposition. The placing of this transmittal under control would tend to defeat its purpose, and subject the procedure to abuse in that material which is of an accountability nature would be forwarded via this form...."

On 1 April 1958, Chief, RI stated:

"Experience with the Non-Accountable Material Manifest, Form 1236, has indicated that users may find a numbered form useful for limited control. Hence, a request has been placed for the form to be pre-numbered at its next printing. /Forms Management has advised us that these have been ordered./

"It is believed that the revising of the form in this manner is not an implementation of the entire idea presented in the subject suggestion inasmuch as a formal control system is not anticipated, nor desired. However,

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"since the basic intent of the suggester's idea might be served by pre-numbering the form, the suggester should be given some recognition.


"The savings resulting from the above would be intangible of slight benefit and limited application."

C. Executive Secretary's Recommendation

1. Not in line-of-duty (GS-4 Clerk)
2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

- ☒ Award - as recommended by Executive Secretary above.
- ☐ Cash Award
- ☐ Letter of Appreciation



Chairman
Suggestion Awards Committee

may '68

Date

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